

IN THE UNITED STATES DISTRICT COURT FOR  
THE MIDDLE DISTRICT OF TENNESSEE  
Nashville DIVISION

William Kael

PLAINTIFF(S)

Metro Sheriff's Office,  
Sheriff, Jaron Hall, CJC

VS. Correct Care Solutions

Metro Government

DEFENDANT(S)

RECEIVED  
IN CLERK'S OFFICE

OCT 15 2013

U. S. DISTRICT COURT  
MID. DIST. TENN.

CIVIL ACTION NO. \_\_\_\_\_

COMPLAINT FOR VIOLATION OF CIVIL RIGHTS UNDER

42 U.S.C. §1983

I. Previous Lawsuits

A. Have you begun other lawsuits in state or federal court dealing with the same facts involved in this action or otherwise relating to your imprisonment? Yes \_\_\_ NO \_\_\_

B. If your answer to A is yes, describe each lawsuit in the space below. (If there is more than one lawsuit, describe the additional lawsuits on another piece of paper, using the same outline).

1. Parties to this previous lawsuit

Plaintiffs: N/A

Defendants: N/A

2. Court (if federal court, name the district, if state court, name the county):

N/A

3. Docket Number: N/A

4. Name of judge to whom case was assigned: N/A

5. Disposition: (for example: Was the case dismissed? Was it appealed? Is it still pending?): N/A

6. Approximate date of filing lawsuit: N/A

7. Approximate date of disposition: N/A

II. Place of present confinement Davidson County Sheriff's Office

A. Is there a prisoner grievance procedure in this institution? YES ☒ NO ☐

B. Did you present the facts relating to your complaint in the prisoner grievance procedure?  
YES ☒ NO ☐

C. If your answer is Yes:

1. What steps did you take?: sent a letter to Sheriff Aaron Hall  
Aug 20, 2013  
Allegations 9-9-13 waited then on  
9-15-13 defendant responded on 9-23-13 Plaintiff appealed to no avail

2. What was the result? this defendant DCO has never  
responded. The problems are still here nothing has been resolved.

D. If your answer is No, explain why not: N/A

### III. Parties

(In Item B below, place the full name of the defendant in the blank marked B his official position and place of employment. In Item A, place your full name and address. Do the same for additional plaintiffs, if any).

A. Name of Plaintiff William Keel

Address P.O. Box 196383 Nashville, TN 37219.

- B. Defendant Sheriff's Office is employed as entity  
at P.O. Box 196383 Nashville, TN 37219.
- C. Additional Defendants: Sheriff, Dawn Hall P.O. Box 196383 Nashville, TN 37219,  
WC, P.O. Box 196383, Nashville, TN 37219, Correct Care  
Solutions P.O. Box 196383, Nashville, TN 37219, Metro Gov 400  
Ant Ave N, Nashville, TN 37805.

#### IV. Statement of Claim

State here as briefly as possible the facts of your case. Describe how each defendant is involved. Include also the names of other persons involved, dates, and places. If you intend to allege a number of related claims, number and set forth each claim in a separate paragraph.

I am suing defendants, Metro Sheriff's Office, Sheriff, Dawn Hall,  
Metro government, Criminal Justice center, Correct  
Care Solutions,, for \$25 million dollars each in  
Compensatory, Punitive Damages for Negligence,  
Neglect and abuse, mental, emotional pain and  
suffering, emotional stress, distress damages,  
injuries, caused By defendants employees, staffs  
and Contractors.

defendants above are liable for  
their employees, staffs and Contractors, acts  
and Omissions.

Since or longer the  
Conditions here @ the Metro Jail are has been  
unconstitutional, horrible, in humane, Cruel  
Punishment to the inmates/Residents, Plaintiff,  
the Plaintiff and other Metro jail and floor inmates

Special needs inmate/residents the mentally  
ill Disable and Medically ill Disable is being  
Subjected to the following unconstitutional  
ect Conditions, Continue Next Page

V. Relief sought:

1. \$25 million dollars in punitive and Compensatory  
damages for the unconstitutional Conditions Plaintiff  
and other inmate/Residents are being subjected to
2. violations of their rights and U.S. Constitution  
8th Amendment violation, emotional, mental pain
3. and suffering injuries, damages, Request for  
day trial demanded, Request for Injunction Relief,
4. Request for FBI and U.S. Marshall's assistance  
Criminal investigation, Request for Class Action
5. status,

I

(We) hereby certify under penalty of perjury that the above petition is true to the best of my (our)  
information, knowledge and belief.

Signed this 27th day of Aug, 2013

William Lee

Signature(s) of Plaintiff(s)

Continue claim:

- 1). The 2nd floor 2-E unit has A Leak in the Ceiling and when it rains it leaks water shit and piss water on the inmates, Bus Tubs is put on the floor in the unit to catch this nasty ass water it's been Reported several times But no one will fix this problem. inhumane and unconstitutional. 8th Amend. violated.
- 2). It's Hot as hell on the 2nd floor 2-B, C, D, and E unit and they won't turn on the air or put Big Fans in place to Cool Off; unconstitutional 8th Amend. violated.
- 3). The medical staff is failing to do TB Skin Tests on people when they come to Jail and TB and other Airborne Disease are spreading; unconstitutional 8th Amend. violated, Local, State and Federal Regulation Laws, Guidelines, Policy. violated. U.S. Mail Mailbox for U.S. Mail Denied regular, attorney legal mail unsealed Mail violated.
- 4). The guards keeps Locking 2E unit down punishing the whole pod for one or two inmates doing wrong, unconstitutional 8th Amend. violated, threatening intimidation and retaliating 2E unit inmates for other reasons.
- 5). The guards are feeding inmates in 2-A unit Suicide Cells Loaf for Breakfast, Lunch and Dinner to punish them; unconstitutional. 8th Amend. violated. (and they think it's funny the guards 2A unit.)

9-27-13

date

William Kneel

signature

Continue claim:

and on Aug 5, 2013 the C/O Smith on his own admission told 2 A unit inmates how the inmates on suicide watch started getting food for Breakfast, Lunch and Dinner he said it started because the 4th and 5th floor Segregation SMU inmates kept coming to 2-A unit suicide cells so they could watch T.V. So C/O Smith said he and other guards broke the SMU inmates by feeding them food for Breakfast, Lunch and Dinner and saying that the T.V. is broke but really its not broke they just have it off and since the guards have done this they have refused to turn the T.V. back on so the 2 A Medical and Mental Health individuals / I/Ms cannot watch T.V. (unconstitutional) U.S. 8th Amend. violated, and they refuse to stop feeding food to people on suicide watch (unconstitutional) 8th Amend. violated. Official Criminal Misconduct, evil, immoral, Cruel Punishment Period, the ones responsible for this Cruel Act need to be fired, and they are denying 2 A Medical and Mental Health Mentally ill / Disabled inmates their correct rec. hours 8am til 2pm and 4pm til 10pm (unconstitutional) 8th Amend. violated. They have them lock down 23 and one. Violated.

this guard C/O Smith also said that Sheriff, Daron Hall told them to do this above, and agrees with it, (Lying on the Sheriff).

8-27-13  
Date

William Keel  
Signature



Continuing Claims;

6. The guards has also been keeping the lights on the 2-A unit medical and mental health inmates 24 hours a day 365 days a year (cell lights). unconstitutional U.S. Const. 8th Amend. violated.

7. The guards has been beating the Segregation SMU inmates in 2A medical, mental health unit and spraying them with a lot of mace. Then they leave the medical and mental health inmates in the unit causing them to be effected by the mace by coughing, eyes burning ect. Segregation SMU inmates should not be in 2A medical mental health unit anyway. unconstitutional. U.S. Const. 8th amend. violated. State and Federal regulations guidelines. violated.

8. ~~They~~ they keeps putting inmates in 2A suicide cells who is not suicidal who tells the medical mental health staff and guards that they (the inmates) is not suicidal before they put the inmates in the suicide cells but they been putting inmates in suicide cells anyway. unconstitutional U.S. constitution 8th amend. violated. evil and immoral official criminal misconducts. violated.

~~They have been putting inmates in 2A suicide cells who is not suicidal who tells the medical mental health staff and guards that they (the inmates) is not suicidal before they put the inmates in the suicide cells but they been putting inmates in suicide cells anyway. unconstitutional U.S. constitution 8th amend. violated. evil and immoral official criminal misconducts. violated.~~

10. The food needs to be more on the trays as required by state and federal regulations guidelines and served according to and as required by state and federal regulations guidelines. violated.

We have also noticed the guard <sup>Backs</sup> ~~on~~ on 3rd shift has also been mistreating the 2nd floor special needs inmates and mentally disable inmates neglecting and abusing them <sup>has</sup> as needs to be fixed. he is also been sexually harassing the mentally ill disable individuals.

8-27-13  
n/j

William Noel  
Barn

## Continuing Claim.

11. The guards also keeps the lights on 2-E unit inmates

11. The guards also keeps the lights on 24 hours a day 7 days a week (unconstitutional)

24 Hours A day 7 days A week (unconstitutional)  
8TH AMER & U.S. Constitution. Violated and refusing to serve  
Coffee in retaliation for Complaints filed, ect.,  
<sup>31 days with 8 weeks part</sup>  
<sup>(if refuse) to serve Coffee</sup>

12. The guards always lock down 2-E unit to finish the whole lot for looking at the other inmates going to court (in the hall way) and for another inmate in the unit doing wrong (unconstitutional). 8th Amend U.S. Constitution violated.

13. The Showers in 2-E unit needs Shower real Shower curtains act as required to prevent other people from seeing the inmate naked body (exposing the inmate sexually). Violated Privacy. Violated State and Federal Regulations. Guidelines. Violated.

14. The 2-E unit inmates Bathroom Toilet areas needs doors and curtains to prevent being exposed while they use the Bathroom. Violated. State and Federal Regulations Guilt Lines. Violated.

15. I also notice that 2nd floor suppose to be Special needs floor for the mentally Disabled Legally mentally Disabled individuals and Legally medically Disabled gay individuals But the staff has been Discriminating against the mentally Disabled individuals inmates By moving them off of Special needs floor 2nd floor and forcing them on 4 and 5 Max Security floors this got to stop happening. (Unconstitutional), 8th Amend U.S. Constitution, violated. ADA, violated. State and Federal Regulations Guid Lines, violated. and their Housing inmates in 2E unit with the mentally ill Disabled individuals who should not be in 2E special needs unit.

Placing special needs mentally ill, disabled inmates at risk of serious bodily harm.



## Supporting Facts for Relief.

Plaintiff, requests for \$25 million dollars in punitive and compensatory damages for the unconstitutional conditions he and other inmate/Residents are being subjected to at the Metro Jail and the violations of their rights U.S. Constitution 8th Amendment. Their emotional, mental pain ~~and~~ injuries, damages.

Request for Jury trial demanded.  
Request for Injunction Re Rel.  
Request for FBI and U.S. Marshals assistance.  
Criminal investigation;

## Request For Class Action status

defendants, Metro Sheriff's Office has implemented A policy that violates U.S. Postal Mail Federal Law (the policy says the Plaintiff and other Jail inmate/Residents mail, to there their attorneys civil or criminal lawyers, firms, families, ect have to be unsealed envelope when mailed out state and U.S. Const. 3th amend. violated, Privacy Act, violated, Federal Law, violated, and there is no mail box where the plaintiff and other inmate Residents can put their U.S. Postal mail in. Violated 8th amend., U.S. Const. The Jail Mail Room staff is telling Plaintiff and other inmate/Residents that

Page 8-27-13 SGT William Keel

they have to mail their Legal mail all Legal mail and Regular mail except Court mail out in A unsealed envelope U.S. Const. 8th amend. Violated. Federal Law. Violated. Privacy Act. Violated. The Jail mail staff is also inspecting inmate residents outgoing U.S. District Court mail Furthermore, the inmate residents is being denied access to the Court's such as Case manager assistance with Court Legal forms for Criminal, state, Circuit Courts ect 2241's forms, Affidavit of indigency forms, lawyers oath forms (for Circuit cts), and Other Legal forms.

furthermore, the Library expose and meets A Law Clerk Clerk and new Law books and attorneys directory and local Rules of (state) book and Local Rules of Local book. (because the defendants employees has been keeping these books away from (inmate residents) Law (Library) which denies the inmate residents access to the Courts and Typewriter denied which should be in the Library and ARL's law books denied. and David Rabins Law books denied. and west Law Computers denied. and Law Librarian. ~~den~~ Services denied.

A Copy of the Defendants Metro Jail handbook has been placed hereto this Complaint as evidence showing the defendant DCSD is implementing Policy that violates inmates residents rights, state and Federal Law, Privacy Act, State and Federal regulations requirements. (regarding out going mail must be unsealed). and ~~filtering~~ failing to allow the Metro Jail, inmates residents to have a Mail Box for the purpose of mailing their regular and legal mail in. Violates 8th Amendment U.S. Const. Violated.)

Further

Aug 20, 2013 Plaintiff, sent A Letter to Defendant Sheriff, Jaron Hall regarding some of the horrible conditions @ the Metro Jail here, but nothing still has not been done, to correct the problems, and ON Sept 9, 2013 Plaintiff filed a grievance about the nasty water leaking from the ceiling in 2E Unit and ON Sept 15, 2013, defendant's employee LT Abernathy responded saying a maintenance request work order requesting for repair of the water leaking from the ceiling has been submitted) but the problems is it's that this water has been leaking from the ceiling for months and they knew about it if defendant's Sheriff Office Jail employees and done nothing about it and still continues to do nothing. ON Sept 23, 2013 Plaintiff, appealed this matter but defendant's still has not responded, see attached

Witnesses:

Terrance Boyd #655628

Damon Clifton #150532

Aaron Cambell #445086

Andrew L. Washington #481792

Donald Ray Lorick #131813

John D. Watkins #499981

Charles Neal

Allen Chris #677425

Sheriff, Daron Hall

Aug 20, 2013

Sorry to bother you but the Jail conditions are horrible, inhumane, unconstitutional, and immoral, neglect, abuse, official misconduct Criminal 1st, 8th state U.S. Const. Violated. Jail Rules Policies, Violated State, Federal regulations Laws guidelines - Violated.

2E unit Crying, has been leaking shit and piss water in several places 5 or 6 places for months and no one has even tried to fix this problem.

The guards continues to threaten and intimidate 2E unit about locking them down and had been locking them down 24 eat hours just because inmate being off his bunk when the whole lot should not be punished for and the guards has lately been taken the T.V. Privillage 9-17-13 and later to eat in retaliation because someone reported to woodall for sexually harassing the guys and other sexually oriented individuals in 2E unit and always all ways threatening and intimidating to lock 2E unit down for 24 eat for no reason just to intimidate 2E unit individual, then on 9-20-13 the 3rd shift @ 2E unit Guard to T.V. Privillage again in as a retaliation.



The Guards has been harassing SMU inmates in 2A unit, the Guards want Let the 2A unit medical inmates and mentally mental health inmates watch T.V. the guards and Other Staff, feeding the inmates on suicide watch Lock to finish them, the Guards want Let the 2A unit medical and mental health inmates have rec like population 8AM til 2PM and 4PM til 10PM instead the Guards have 2A inmates medical and mental health lock down 23 and once they have been doing this for several months and the guard go smittie said Sheriff Laron Hull said to do these wrongs to the inmates/Residents.

DAVIDSON COUNTY SHERIFF'S OFFICE

INMATE GRIEVANCE FORM

☒ Original

☐ Appeal

Name: William Keel OCA: 472609

Facility and Cell: 2E

Rules:

1. Grievances should be submitted within seven (7) calendar days of the occurrence.
2. The issue being grieved must affect the inmate filing the complaint. If it does not, the grievance will not be processed.
3. Duplicate grievances will not be processed. An inmate is allowed to submit no more than one grievance for any incident.
4. Grievances with vulgar or inappropriate language will not be processed.
5. If more than one inmate files a grievance about the same incident, the responses may be consolidated. If so, it will be noted on the response.
6. An appeal should be submitted within no more than five (5) days after notification of the original response.
7. Grievances and appeals must be placed in the designated grievance box by the inmate.

William Keel  
Inmate's Signature

9/9/13  
Date Signed

Details:

Since 1/2013 there has been shit and piss  
water leaking from the ceiling in 4  
places and nothing has been done about  
it. This problem needs to be fix

DAVIDSON COUNTY SHERIFF'S OFFICE  
GRIEVANCE RESPONSE FORM

To: GRIEVANCE COORDINATOR

Date: September 15, 2013

From: Investigating Officer: LT. ABERNATHY

Position: LT

Re: Inmate: KEEL, WILLIAM *CJC 2E-1-46*

CIS No 661257

OCA No 472609

Functional Area: Maintenance

Officer: \_\_\_\_\_

Grievance No: 189246

Description: Plumbing

Response: Offender Keel,  
A maintenance request( work order) requesting repair of the water  
leaking from the ceiling has been submitted.

Investigating Officer: \_\_\_\_\_

Inmate: \_\_\_\_\_

Date: 9-18-13

Date: \_\_\_\_\_

SH00019

189246

DAVIDSON COUNTY SHERIFF'S OFFICE

INMATE GRIEVANCE FORM

☐ Original

☒ Appeal

Name: William Keel OCA: 472609

Facility and Cell: 2E 46

Rules:

1. Grievances should be submitted within seven (7) calendar days of the occurrence.
2. The issue being grieved must affect the inmate filing the complaint. If it does not, the grievance will not be processed.
3. Duplicate grievances will not be processed. An inmate is allowed to submit no more than one grievance for any incident.
4. Grievances with vulgar or inappropriate language will not be processed.
5. If more than one inmate files a grievance about the same incident, the responses may be consolidated. If so, it will be noted on the response.
6. An appeal should be submitted within no more than five (5) days after notification of the original response.
7. Grievances and appeals must be placed in the designated grievance box by the inmate.

William Keel  
Inmate's Signature

9-23-13  
Date Signed

Details:

nothing has been done and the ceiling  
and pipes still leak's shit and piss  
water now in 6 or 7 places and B's  
Tubs are being used to catch this  
nasty water. Something really needs  
to be done about this problem.

Each reported case is documented and will be investigated. During this process, DCSO classification will provide appropriate housing for you.

#### **Medical Response**

If you are the victim of sexual abuse, you may need a medical examination. Medical staff may perform an examination to obtain samples or document injury. The exam will be conducted privately and professionally.

**DO NOT CLEAN UP.** It is important to be examined before you wash, brush your teeth, change your clothes, or use the restroom. Doing so may destroy physical evidence.

#### **Sexual Abuse Counseling**

You may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you. Many people need help to recover from the emotional effects of sexual abuse. If you have been the victim of sexual abuse recently or in the past, staff is available to counsel you.

#### **Avoid Becoming a Victim of Sexual Abuse in Jail**

Act confidently. Do not permit your emotions to be obvious to others.

Do not accept gifts or favors from others. Most come with strings attached.

Do not accept an offer of protection from another inmate.

Stay alert and make good decisions.

Be direct and firm if others ask you to do something you do not want to do.

Choose your friends wisely.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to a staff member you trust.

**REMEMBER,** DCSO will investigate all reported instances of sexual abuse in jail. If you are a victim, report it immediately.

#### **Reporting False Allegations**

If you make a false allegation of sexual abuse or harassment, you may be subject to disciplinary sanction and/or criminal prosecution.

## BOOKING/PROPERTY

When you come to jail you will be screened for pre-trial release. You will be notified if you are eligible. A list of cab companies and bonding companies are posted.

The clothes you wore to jail will be stored with your other belongings, and will be inventoried unless they are bloody or soiled. If this is the case, DCSO will dispose of all affected clothing in a biohazard bag. **KEEP YOUR RECEIPT** so you can release your property or get it back when you leave. When you are "dressed out" in a jail uniform, you will receive:

### Females:

hygiene package	mesh bag	panties (three pair)
shower shoes	socks (two pair)	sports bra (one)
tennis shoes	towel and washcloth	undershirt (one)

### Males:

hygiene package	mesh bag	shower shoes
socks (two pair)	t-shirts (two)	tennis shoes
towel and washcloth	underwear (two pair)	

If you have money when you come to jail, or get money later, you will be charged the actual cost of these items.

You will also receive: two sheets, a blanket, and a bus tub.

Those items and this handbook are jail property. You must return them when you leave the DCSO. You are responsible for your jail uniforms and linens, and can be disciplined and/or charged with a crime if you intentionally damage or destroy them or other jail property.

All your things must fit in your bus tub. You may have a family member pick up extra property. If you have an abundance of legal papers, it becomes unsafe to store them all in your cell or if these papers can constitute a legitimate security issue, your documents will be stored at your facility so you can swap them out as needed.

## 4. MONEY

Your money is put in your jail account. You will get a check for any money left in your account when you leave the DCSO. Offenders on work release status may be allowed to carry money. Otherwise, if you are caught with cash while in jail, this is considered contraband and you won't get it back until you are released from jail.

### Contraband:

You should know any item that is illegal by law is not permitted in DCSO correctional facilities. DCSO also has general housing rules that list what is considered contraband in correctional facilities.

Money is taken off your account for your commissary orders, certain DCSO programs and services, or if a court orders it. You will get a receipt when money is taken. If you don't have money, you will get the same programs and services. If you owe fees when you get out of jail and get locked up again later, old fees will be paid from any money you have with you. If money is put on your account, your old fees will be deducted from your account balance.

Indigents: If you have less than five dollars (\$5.00) in your account for 30 days or more, ask your case manager to help you apply for free writing materials and hygiene items. You may apply for these items once a month.

Commissary: You may use the money on your account to buy commissary items. Commissary order forms and instructions on ordering will be posted in your housing unit Kiosk/ area. You are allowed to order commissary once a week.

## 5. MAIL

You may send and receive letters from outside the jail. Put unsealed, stamped mail in the mailbox for your unit or give to the mail clerk. If you are indigent, the DCSO will pay postage for eight letters per month plus privileged mail.

Your mail may be searched. If mail from the courts or your lawyer is searched, it will be opened and searched in front of you. Mail to and from a court clerk is not included in this limitation. Mail that breaks jail rules is returned to sender or placed into your personal property. Mail that breaks the law or contains information about criminal activity may be turned over to the police. If someone attempts to smuggle contraband to you, we will place the person who sends the items on a banned visitor list.

### What you can get in the mail:

pictures.

letters from people who are not locked up. You may get letters from immediate family members who are locked up, but must prove you are related. See your case manager to get on the inmate-to-inmate mail list.

mail from your lawyer or the courts.

soft-backed books, out-of-town newspapers, and magazines mailed from a publisher, book store, or other commercial source; and,

money order or government-issued checks.



What you cannot get in the mail:

cash or personal checks;  
photos depicting nudity (defined as exposure of nipples of adult women, or genitalia of either gender;  
sexually-explicit photographs  
Polaroid or other Instamatic photos;  
stamps, envelopes, paper, or pen;  
mail that poses a risk to orderly jail operations;  
hardback books;  
mail containing letters from anyone incarcerated who are not on the inmate-to-inmate mail list; or,  
packages of clothes or other personal items.

Mail can come to you from the post office or a commercial deliverer, like FedEx. Mail that goes through the regular post office also goes through the Metro post office, and delivery usually takes at least seven days. Mail to you should be addressed like this:

Your Name and OCA Number  
Davidson County Sheriff's Office  
PO Box 196383  
Nashville, TN 37219-6383

The mail you send out must be in a plain envelope that shows only the name and address of where it is to be delivered and your name, OCA number and return address. Outgoing mail must be unsealed for inspection for contraband. Outgoing inmate mail with artwork, other writing, or contraband will be returned to you or destroyed. All mail, whether you are sending it or if it is coming to you, must have your OCA number. Mail without this number may be returned to sender. Mail which cannot be returned to the sender will be destroyed.

*Outgoing mail includes legal mail to attorneys  
etc. must be unsealed. no mail box for mail.*

6. VISITS AND PHONE CALLS

Phone Calls: There are collect phones in each housing area. To use them, you will have to set up an account with the phone company. You will use your inmate number to make calls. Do not share your number with other inmates. Calls are NOT private; they are recorded. The recordings may be turned over to others if requested, or if the calls show evidence of criminal activity. Phone calls with your attorney will not be recorded IF the attorney has given DCSO the phone number (s) for designation as non-recorded. You should let your attorney know to give DCSO these numbers. If your attorney does not contact DCSO with these numbers, your calls to the attorney will be recorded.

Ask your case manager if you need to make a call that can't be collect. Jail Staff

Visits: Visiting schedules are posted in your unit. See your case manager to add or remove names off your visitor list, or to ask for special or contact visits. Names may be changed once a month, as scheduled for your housing area. Visitors who act inappropriately during visits may be placed on the banned visitor list. These individuals will be unable to visit you, or any other inmate.

Visitation is a privilege, not a right. If you act inappropriately during a visit, facility staff will end your visit. Upon a finding of guilty at a disciplinary hearing, you may be denied any further visits.

You are responsible for setting up your own visits within the approved schedule. See your case manager on how this works in your unit.

Visits will be refused or cancelled if:  
the visitor is not on your list;

the person is on the banned visitor list;

you are on disciplinary lockdown;

a visitor seems to be drunk or high;

there is not enough space to visit safely;

a visitor refuses to check in, be searched, or has no, or fake, ID;

visitors are not properly dressed;

you or your visitors act out;

your floor/facility is locked down during a security emergency; or,

visitors arrive after the cut-off time has passed.

Special and Contact Visits: You may receive a contact visit with your minor children. Meet with your case manager to discuss scheduling these visits. You must provide the child's date of birth. You may also ask for a special visit with a family member who has traveled more than 100 miles to see you.

You may ask for a special visit to the hospital if an immediate family member is in critical condition. If an immediate family member dies, you may ask to visit the church or funeral home to pay your last respects. DCSO officers will transport you in restraints and your jail uniform. The visit must be in this county.

Visits with lawyers and spiritual advisors are usually contact visits. So are visits with people who come to see you as part of their jobs, such as social workers, probation officers, psychologists, and police detectives. You have the right to refuse any visit.

Phone Calls: There are collect phones in each housing area. To use them, you will have to set up an account with the phone company. You will use your inmate number to make calls. Do not share your number with other inmates. Calls are NOT private; they are recorded. The recordings may be turned over to others if requested, or if the calls show evidence of criminal activity. Phone calls with your attorney will not be recorded if the attorney has given DCSO the phone number(s) for designation as non-recorded. You should let your attorney know to give DCSO these numbers. If your attorney does not contact DCSO with these numbers, your calls to the attorney will be recorded.

Ask your case manager if you need to make a call that can't be collect. Jail staff can't deliver messages to or for you. If you have a family death or emergency, a chaplain, case manager, or other staff member will verify the information and help make arrangements for you to contact your family.

## 7. MEDICAL CARE

A health history and TB skin test are done when you come to jail. You will receive a physical within fourteen days of entering custody. If you have a medical emergency, tell a staff member at once. If you have a medical problem that is not an emergency, fill out a sick-call form and put it in the sick-call box for your housing unit. Use the same form to see mental health staff or the dentist. Medical staff picks up these forms each day. There is always a doctor, psychiatrist, and dentist on call for emergencies.

If you believe your medication needs to be changed, fill out a sick-call form and a doctor will evaluate your request. The nurses CANNOT change your medicine; they can only give you what the doctor prescribes. If you refuse to take it, the doctor may stop it.

If you have money on your account, there is a \$3.00 co-pay for certain medical services and medications. You will get the same medical care regardless of whether you can pay.

## 8. CLASSIFICATION

You will be classified a few days after you come to jail. DCSO will assign you to a custody level. Your custody level determines where you'll be housed and what kind of work, services, educational, and treatment programs you may qualify for. Classification staff considers your criminal

history, current charges, past behavior while in jail, and many other factors deciding your custody level. There are three custody levels:

minimum - standard supervision level, double cell or dormitory housing, and normal program eligibility housed at Correctional Development Male Facility.

medium - moderate supervision level, double cell or dormitory housing, and restricted program eligibility, and housed Hill Correctional Facility.

maximum - increased supervision level, double cell housing, and very restricted program eligibility, housed at the Criminal Justice Center (males), or Correctional Development Female Facility.

Each of these custody levels will have an effect on the level of activities you may participate in, such as in-dorm activities or program access.

Classification staff will interview you to learn if you have an enemy in jail or other special housing needs. If you refuse to go to the area where you are assigned, you will be housed in a more restricted unit and will also be subject to disciplinary action.

Appeal - You don't have a right to choose where you are housed, but you can ask for a change in security level or housing. Your case manager will send your request to classification staff. You must give the reason you want to be moved. The classification staff will review your record and send a response to your case manager.

## 9. CASE MANAGERS

After you are classified, you will live in a housing unit which will have an assigned case manager. You will have an opportunity to see your case manager once a week if you sign the list. A schedule for your case manager will be posted in your housing area.

A case manager can:

look up your charges, bond, and court dates;

call or help you contact your lawyer, probation officer, the court clerk's office, the chaplain, jail staff, etc.;

add or take names off your visitor list on assigned days;

set up special, contact, and emergency visits;

arrange extra library time for legal research;

get you to a phone in a family emergency or legal crisis;

help you apply for education, treatment, and work programs; and,

provide forms and applications for things like work release, parole, property claims, reclassification, visits, and grievances.

A case manager cannot:

- get your bond lowered;
- take care of outside money matters for you; move you to another cell;
- accept packages;
- take things from the public to give to you;
- help you write out a lawsuit or give legal advice; or,
- recommend you for parole or probation.

#### 10. APPEARANCE AND HYGIENE

You will be given soap, toothpaste, and a toothbrush when you are dressed out and given a chance to shower. You can buy more of these items from the commissary. If you are indigent, see a case manager for help getting those things. If you are on work release there is a charge for using laundry machines. All other inmates receive free hair care and laundry services. All haircuts are standard.

You will be given the opportunity to shave three times per week. If you will be attending court, you will be given the opportunity to shave. Razor schedule will be posted in the housing unit. Dates and times will vary by facility.

You can only wear clothes that are issued by the jail or that you buy from the commissary. When outside the housing unit, you must wear your jail uniform and carry your identification (ID) with you at all times. The uniform must be snapped all the way shut, and pants will not be cuffed. If you wear the two piece uniform, the shirt must be tucked inside your pants; no sagging pants will be allowed. Head coverings or jewelry, even "homemade" jewelry, is not allowed except for approved medical or religious reasons.

If your jail ID starts to wear out, ask your case manager to get it replaced. You will be written up if you damage it on purpose.

#### 11. SAFETY AND RECREATION

Safety: Follow staff instructions if there is an evacuation or other emergency. Tampering with safety equipment such as fire extinguishers, sprinklers, smoke detectors, or security doors and locks is a crime and you will be prosecuted. Even small fires can be deadly because of smoke inhalation. Report any fire at once to the nearest staff member.

Facility Count Times: Official Count occurs 3 times a day, 7am, 3pm and 11pm.

Meal Times: Breakfast 4am-6am, Lunch 10am-12 noon, and Dinner 4pm-6pm. All times are subject to change.

Recreation: If you are in general population, you may go to recreation every day if the weather and facility security allow, unless, for disciplinary reasons, you agree to give up your recreational time to avoid a formal disciplinary action against you. You must wear your jail-issued clothes and shoes. No rough sports or fighting is allowed. Recreation schedules will be posted in your housing area. These schedules are subject to change. Recreation in the day room is permitted for walking, board games, and general exercise. Exercise may be restricted by custody levels.

#### 12. SERVICES

Religious -. You will usually not have to sign up for religious services. You have a right to practice your religious faith in any way that doesn't disturb jail safety or security. The DCSO does not arrange religious services. Instead, volunteers from the community provide these services. A schedule of religious services and activities is posted in each housing area and case manager's office. Because these services are provided by volunteers, the services are subject to change at any time.

Your minister or spiritual advisor may visit you in jail. He or she must first call the facility chaplain or the DCSO chaplain coordinator to be approved for a contact visit. The DCSO cannot buy religious material, but volunteers donate many materials, and your minister can usually get other materials to you through chaplain services. See your chaplain or case manager if you need other religious items to practice your faith. You must contact the facility chaplain at least a week in advance to schedule specific observances.

You may also request a religious diet through your case manager. The case manager will contact the facility chaplain, and will explain guidelines governing these diets. If you are found to violate these guidelines, your religious diet may be revoked. Also see your case manager if you are requesting religious accommodation.

Library: You have a right to legal material that helps you challenge jail conditions or your sentence. Each facility has a notebook filled with

Supreme Court cases about the rights of people in jail or prison. The case manager will forward legal research request to the DCSO legal assistant on the above subjects if not in the library. If it does not create a security risk you may also meet with another inmate for free help with research or filing complaints to the court. Library schedules are posted in your housing areas.

See your case manager if you want to use the law books at your facility. If you need extra time because you have a filing deadline, your case manager will confirm the deadline and see that you get extra time. Inmates assigned to general population may be given two hours of library time per week. If your state charges have been completed and you are jailed as an ICE detainee only, you may be given five hours of library time a week.

Your case manager will also give you forms to ask for legal research, and forms to file a complaint with the federal court if you believe your civil rights have been violated. The court charges a \$350.00 filing fee for civil rights complaints, and the money will be taken off your account.

If you are caught with pages that have been torn from the law books, you will lose library privileges, be written up and disciplined, and may be charged with a new criminal offense for destroying government property.

Marriages: If you want to get married, see your case manager. You must pay for the marriage license and get your own minister or other qualified person to perform the wedding ceremony.

### 13. TREATMENT, EDUCATION, AND WORK RELEASE

The DCSO has several work, treatment, and education programs. All have rules for getting in and staying in, and none of them are easy to complete.

Treatment programs: Some of DCSO's state-licensed treatment programs offer help that cost thousands of dollars to get in the "free world." Treatment programs are for people who are willing to accept help and work hard to change behavior and attitudes.

You will be required to get up early, keep your living area clean, do chores, take part in group activities, and complete individual assignments. You must also follow all other treatment program rules, which will be posted in the unit; failure to obey them will result in

suspension. There are waiting lists for most treatment programs. If you just want to "do your time," with as little effort as possible, please don't take a space that can go to someone who is ready to work toward change.

To apply, you must have at least sixty days left to serve on your sentence. Professionally qualified DCSO staff members lead the programs. Like all DCSO treatment programs, you must be willing to follow the rules and work to help yourself do well.

New Avenues-Healing Journey: These are gender-responsive treatment programs for offenders who are interested in changing their lifestyle away from alcohol and drug use. There are a wide variety of other programs to assist you when dealing with life's issues: education, parenting, life skills, etc.

Day Reporting Program: The Day Reporting Program is for offenders who would otherwise be sentenced to serve jail time. It is an intensive treatment program. Supervision is very strict, and you will have to report to the facility daily for programs such as substance abuse treatment, domestic violence programs, education (including GED), and career development. Either your lawyer or the courts can refer you to the program.

Work and Educational Release: Work release lets you earn money at a regular job, but you must return to jail each day. You may qualify for work release if you: have been sentenced and have no more charges; are within one year of release on your sentence; have never escaped or attempted to escape from custody; do not have two or more felony convictions for crimes against people or property, and, are not a registered sex offender.

You must pay a fee for room and board for each day you actually work. You may also apply for daytime release for education programs, such as college or vocational schools. See your case manager to learn more about work and educational release.

Other work programs: The DCSO has several work programs. State law says you must work if you are convicted. You may be assigned to clean in your housing unit, work in the kitchen, on litter clean-up or landscaping crews, jail maintenance, or other work details. Some work programs also teach a skill or trade. Refusing to work will keep you out of treatment and



other programs. If you are sentenced, you will lose credits and be in jail longer. You may also get a disciplinary write-up and lose privileges.

**12 Step Programs (AA & NA):** There are Alcoholics Anonymous (AA) and/or Narcotics Anonymous (NA) meetings at each facility. These meetings are free to anyone who wants to attend. These meetings are staffed by volunteers. Meetings can only be held as volunteers are available. See your case manager for more information.

**Education and training:** All facilities have GED classes, and you may earn your diploma while you are here if you qualify for that program. The DCSO offers several other training and education programs, such as culinary arts (cooking classes) and computer learning. Please ask your case manager if you are interested.

**S.A.V.E. (Sheriff's Anti-Violence Effort):** This is a batterer's intervention program to help you with domestic violence and power/control problems.

#### **14. YOUR RIGHTS AGAINST DISCRIMINATION**

The DCSO complies with Title VI of the Civil Rights Act. Title VI prohibits discrimination in programs, services or activities because of race, color, or national origin. Discrimination based on language is also prohibited. If you need to file a Title VI complaint, contact your case manager.

If you have a disability, you have a right to reasonable accommodations related to programs, living conditions, and other daily activities. See your case manager to ask for help or make a complaint regarding needs related to your disability.

#### **15. GRIEVANCES**

If you have a complaint about a jail policy, practice, condition, or employee, ask for a grievance/appeal form, or write it on plain paper with "GRIEVANCE" across the top in big letters. Put it in the grievance box in your area. You have seven days, including holidays and weekends, after the matter/incident you are complaining about arises to file a grievance. That time limit may be extended only for a good reason. You should get an answer within seven working days. If you don't, ask your case manager to check on it for you. If the grievance coordinator finds the grievance duplicates one you've already filed, the grievance will be returned to you without a new response.

**Grievance appeals:** If you think the answer to your grievance is unfair, you can appeal to the facility administrator. You must file your appeal within five days of receiving your original response. Get another grievance/appeal form from your case manager or correctional officer, or write your appeal on plain paper with "GRIEVANCE APPEAL" in big letters across the top. Put it in the grievance box. You will receive an answer in seven working days. The appeal must only be based on issues from the initial grievance. If you introduce new grievances within the appeal, the appeal authority may choose to answer only issues which appear in the initial grievance

#### **16. REPORTING STAFF MISCONDUCT**

You have a right to report staff misconduct without fear of retaliation. Most complaints can be handled through the grievance system explained above. If you believe a staff member has, or is, committing crime inside the facility, you do not have to use the grievance system to report it. You may contact any staff member to report your concerns.

It is a felony for anyone to smuggle drugs or weapons into the jail. It is also a felony for any DCSO employee, volunteer, or contract employee to have sexual contact with you. Report it at once if any staff member tries to have sexual contact with you, drugs or weapons into the jail. You can go to a supervisor, case manager, or contact the DCSO Internal Investigations office by Metro mail, phone, or through your lawyer or a family member. You will be protected from retaliation.

#### **17. REPORTING CRIMES**

If you want to report a crime committed against you by someone else, ask to see the on-duty lieutenant or other supervisor at your facility. They will arrange for you to make a complaint to the police.

#### **18. JAIL DISCIPLINE AND RULES**

**Requirements to Work:**

**Pre-trial inmates:** You will be required to work within your cell block. You will be required to keep your cell clean. You can also be required to clean the dayroom, shower, bathrooms, or other parts of the cell block or pod. You are also required to maintain your own hygiene.

**Convicted inmates:** You can be required to work outside your cell block. If you work in a job assigned to you by Classification staff or through work release, you may receive two days credit for each day you work (when your sentence allows it). If you refuse to work, these "2 for 1" credits will be stopped as required by state law. Refusing to work will increase the time you spend in jail. Once you refuse to work, you will not be given another opportunity to work for a minimum of thirty days. If the disciplinary hearing finds you guilty of refusing to work, you can also be put on lockdown.

**For health and safety reasons, you must take a TB skin test and submit to a physical. If you refuse either the test or the physical, you will not be allowed to work. If you do not work, you will not receive "2 for 1" credits, and you will stay in jail longer.**

Disciplinary write-ups: You may get a "write-up" if a staff member believes you broke jail rules. If your behavior threatens jail safety or others, you may be locked down until your hearing.

Your rights: If you get a disciplinary write-up, you have the right to:

- a copy of the disciplinary report and any documents or evidence the hearing officer considers, *unless information within the document could pose a risk to facility security*;
- a hearing within no less than 24 hours and no more than seven days after you get a copy of the write-up;
- be present during the entire hearing, unless you act out;
- make a statement and present evidence;
- an interpreter, if you don't understand English or you are hearing impaired;
- the help of a staff member to prepare or present your case;
- call witnesses, or be given a written reason why you were not allowed to do so;
- remain silent, but your silence may be held against you;
- appeal the decision, in writing, within five working days; and,
- a signed copy of the hearing officer's decision that explains the reason for the decision, the evidence considered, and the punishment, or sanction, if there is one.

Disciplinary hearings:

You have the right to call and cross-examine witnesses, and present evidence in your own defense, when permitting you will not be hazardous to correctional facilities safety and security.

You may be found guilty only if there is some evidence that you are guilty.

Disciplinary Charges and Penalties: If you are found guilty, the hearing officer may consider your past institutional behavior when choosing the penalty for your offense. The penalties range from:

a verbal warning;

restriction of privileges, such as visits or commissary; and/or,

Disciplinary lock-down for no more than 30 days for one offense, and no more than 60 days for all offenses combined.

While you are on lockdown, you will not receive sentence credits. The disciplinary hearing officer may also choose to take away sentence credits you have already received (i.e., "dead time"), regardless of the other sanctions imposed. You may be denied visitation for a period at the hearing officer's discretion, ranging from thirty days to the length of your incarceration, based on the severity of your infraction.

You will be offered one hour out of your cell each day, one personal phone call every 30 days, and the opportunity to shower.

Disciplinary Appeals: You may appeal the hearing officer's decision by filling out an appeal form or writing it on plain paper with "DISCIPLINARY APPEAL" in big letters across the top. Put it in the grievance box for pick-up. You will get a written decision on the appeal within seven working days. Technical errors, such as omitted date, will not be enough to overturn the results of your hearing. To win an appeal, you must show that:

- you were denied one of your rights;
- there was no evidence you are guilty; or,
- the sanction is more than is allowed (see chart below, "penalty" means how many days of lock-down the offense carries, "verbal" means verbal warning).

Charges and Penalty Ranges:

Charge	Penalty
Atison	30
Assault and Battery	10 - 30
Attempted Escape	10 - 30
Contraband Possession	Verbal to 30
Destruction of Property	Verbal to 30
Disrespect	Verbal to 15
Disruptive Behavior	Verbal to 15
Intoxicants - Possession	5 - 30
Intoxicants - Selling	5 - 30
Escape	30
False Report	Verbal to 15
Fighting	Verbal to 30
Forgery/Fraud	10 - 30
Furtough Violation	30
Gambling	Verbal to 15
Gang Related Activity	10 - 30
Harassment	5-30
Hoarding Medication	Verbal to 30
Horseplay	Verbal to 15
ID Violation	Verbal to 30
Inmate on Inmate Sexual Abuse	30
Inmate on Inmate Sexual Harassment	5 to 30
Inmate on Staff Sexual Abuse	30
Inmate on Staff Sexual Harassment	5 to 30
Inmate Consensual Sexual Behavior	Verbal to 30
Interfering with Officer's Duty	Verbal to 15
Intoxicated -Drugs, Alcohol, Other	10 - 30
Out of Place	Verbal to 15
Refusal or Positive Urinalysis	30
Possession of Stolen Property	10 - 30
Refusal to Go to School (Juveniles)	5 - 15
Refusal to Work (Convicted Only)	5 - 30
Refused Direct Order	Verbal to 15
Riot Participation	30
Smoking	Verbal to 15
Smuggling (Conceal to Transport)	Verbal to 15
Strong Armed Activity	10 - 30
Tampering with Property	15 - 30
Tattooing	Verbal to 30
Theft	10 - 30
Threatening Behavior	5 - 30
Weapon Possession	5 - 30
Unsatisfactory Detail Performance	30
Violation of Housing Rules	5-30
	Verbal to 30



#### 19. GENERAL RULES

No gang activity, names, symbols, or codes are allowed anywhere, on anything. That includes your mail and personal property.

You must use ONLY your own PIN to make phone calls.

Your bed must be made when not in use.

You are responsible for maintaining proper hygiene.

You are responsible for the sanitation of your cell and bunk area.

You will be responsible for the sanitation of the cell block or pod area, such as the day room, floors, and showers.

You may not store open food or drink containers in your cell.

You must stay on your bunk and be quiet during counts and lockdown times.

You may not write on walls, ceilings, windows, doors, etc.

You may not put pictures, papers or similar items on the walls.

You will not cover bunks, doorways, or windows.

You will not barter, exchange, sell, or loan money, food, commissary items, jail property, or personal property with/to any other inmate.

Televisions may be shut down temporarily to restore order. One inmate or group of inmates will not control them. Officers will keep the TV off at night, during count, and at other times when needed.

Destroying, damaging, or tampering with jail property is a crime. You will be disciplined, and may be prosecuted in court.

Do not pull or force security doors.

Smoking and tobacco products are not allowed.

Do not enter any housing area or other part of the building except when staff directs you to.

When sent to another area, do not stop along the way.

You must have your jail ID at all times outside your housing area.

Keep all property in your bus tub.

Do not pass items to other inmates, or send notes to other inmates.

NAME William Lee  
OCA 473609  
DAVIDSON COUNTY SHERIFFS OFFICE  
P.O. BOX 196383  
NASHVILLE, TN 37219-6383

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